



Grant Application Form

Application for a grant by charitable, voluntary, or other organisations

Please fill in the application form as fully as possible and ensure that the appropriate financial information is provided. If the requested information is not supplied, the Council may not be able to consider your application.

Retrospective applications will not be considered.

Organisation and Contacts Details

Name of your organisation:	
Name of person to whom correspondence should be addressed:	
Address for correspondence:	
Post Code:	
Telephone:	
Email:	
Details of the organisation, e.g. its aims, objective or activities:	
Registered charity?	YES / NO
If a registered, please provide your number:	
Total membership of organisation:	
Approximate number of your members that live within the parish of Burstow:	

Project Details

Total estimated cost of the project:	£
Dates scheduled for commencement and completion:	
Amount of grant requested:	£
What is the grant for and who will benefit?	

Have you applied to any other body for a grant (including Burstow Parish Council) towards this project?	YES / NO
If yes, please give details:	
Name of Body	Amount requested
How else do you raise income? Give details of subscriptions, fund raising or other income.	
What do you see as the benefits that will accrue to the parishioners of Burstow on completion of the project?	

I/We enclose herewith the following documents:			
Copy of the Constitution/Rules	YES / NO	Minutes of last AGM:	YES / NO
Copy of latest audited accounts	YES / NO	Other material concerning the organisation in support of the application, e.g. Annual report	YES / NO
Copies of quotes received:	YES / NO	Are you a profit-making Organisation?	YES / NO

BANK ACCOUNT DETAILS	
Name of Bank	
Branch	
Sort Code	
Account number	
Name on bank account	

I submit this application on behalf of the stated organisation and believe all statements made or enclosed to be true.			
Signed:		Date:	
Capacity signed in:			

The application form will be circulated to all Members of the Council for consideration. Personal data that has been supplied will be held by Burstow Parish Council in accordance with the Data Protection Act.

Please return the completed application and supporting documents to:
 Clerk to the Council, Burstow Parish Council, Centenary Hall, Wheelers Lane, Smallfield, RH6 9PT

If you have any queries with this application, please contact the Clerk on 01342 841880.

ACCEPTANCE OF FUNDING (To be signed on acceptance of any grant)

Any award is made subject to your agreement of the conditions below. To accept, please complete and sign the declaration at the bottom of the page.

CONDITIONS OF FUNDING

- All grants given must be for the benefit of some or all the parishioners of Burstow.
- All grant applications must be made on the application form provided by the Council.
- The application for grant must be made before any works relating to the application have been commenced.
- Payment of grants will normally be made upon completion of the project; payment may be made in advance at the Council's discretion. Proof must be provided that the grant has been spent on the purpose for which it was provided.
- You use the award only for the purpose stated in your application and not for any other purpose. If you wish to use the award, or part of it, for any other purpose, you must write to Burstow Parish Council first, detailing the proposed new use and seeking written permission to go ahead. Should the Council decide that the grant has not been spent appropriately, the Council reserves the right to require the grant to be re-paid.
- Work must be carried out in the financial year indicated in the application form. Should the work not be carried out during this period the Parish Council must be informed and will reserve the right to withdraw the offer of the grant if it is not resubmitted.
- Where the grant is to be used in respect for specific works or items of equipment, three quotes should be obtained for the work and copies provided to the Parish Council.
- The Council's grant must be acknowledged in any publicity for the project.
- In providing a grant, Burstow Parish Council will not accept any responsibility or liability for the project or any matter arising from it.
- The Parish Council will publicise the amount of funding awarded to your project or organisation in any medium it considers to be appropriate.
- Within six months of receiving the grant, you will be expected to provide a written report to the Parish Council and give a verbal progress report at the next Annual Parish meeting, explaining the use of the grant and the costs covered by it.
- The decision of Burstow Parish Council is final.

On behalf of _____(Name of Organisation)

I (name) _____ accept the above terms and conditions in respect of the award made by Burstow Parish Council. I confirm that a report will be provided to the Parish Council on completion of the project, and at the Annual Parish Meeting.

Date: _____

Please return the completed application and supporting documents to:
Clerk to the Council, Burstow Parish Council, Centenary Hall, Wheelers Lane, Smallfield, RH6 9PT

Burstow Parish Council

Community Grants Guidance Notes

Aim of Burstow Parish Council Grants Policy

The Parish Council's Community Grants Scheme is designed to promote an active and thriving community in our parish of Burstow. The grant scheme can provide limited financial support for community organisations and individuals, in appropriate circumstances, working for the benefit of Burstow parishioners, and improving the range of services and activities in the Parish.

Who can apply for a grant?

In general, the Parish Council, at its discretion, will endeavour to support organisations promoting the following initiatives:

- Promoting local recreational facilities
- Promote the provision of services needed by Burstow Parish residents via the voluntary sector
- Support organisations which meet the needs of people experiencing social and economic difficulties
- Combating rural isolation
- Promoting sports, health & fitness
- Promoting the village or rural affairs in a positive way
- Supporting the local economy
- Providing opportunities to promote educational advancement
- Projects for children and young people
- Projects specifically aimed towards senior citizens

The Parish Council regrets that, by law, it is not able to make grants to individuals (Section 137 of the Local Government Act 1972). However, if an individual would like to start a project, then please discuss the project with the Clerk for advice on how the Council may agree, at its discretion, to take on the idea as a Council Project.

The organisation must be based in Burstow or the immediate surrounding area and must be able to demonstrate that any funding from the Council will benefit the Parish, or residents of the Parish.

Grants applications can be submitted to the Clerk at any time, and the application will be considered at the next General Purpose and Finance Committee meeting. (For meeting dates, see the Parish Council's website).

Applicants are encouraged to address the Council meeting at which their grant application is considered.

What can grants be used for?

Grants are mainly used for capital projects (e.g., lasting assets). Grants for running costs may be considered on its merits and in such a way as to encourage self-sustainable funding.

Examples of what grants might support include:

- Equipment
- Development
- Projects
- Publicity

How much grant is available?

Only one application from any group or organisation will be considered by the Parish Council in any financial year. The Parish Council maintains a register of successful applicants to prevent multiple awards each year. The total amount of grants made in any one year will be restricted to the amounts set out in the Parish Council's annual budget under Sections 137 and 145 of the Local Government Act 1972.

The Council gives variable grants. The maximum grant available is £500. The annual grants budget is limited, and the amount requested will often exceed the amount available. It is important that all questions on the application form are answered as fully as possible to provide a detailed picture of the activities of your organisation within the Parish. Grants will not routinely exceed 50% of the cost of the project or activity.

Burstow parish Council are not able to provide grants in the following cases:

- Projects with campaigning objectives or general appeals (e.g., national / international disasters)
- National organisations without an autonomous local committee responsible for their own fund-raising
- 'Upward funders' i.e., local groups where fund-raising is sent to a central HQ for redistribution
- To 'branches' that could be funded by their main organisation
- Individuals applying for sponsorship on behalf of another cause
- Commercial enterprises which aim to generate a profit
- Projects which improve or benefit privately owned land or property
- Groups, which operate for private gain or are connected with any political party.
- Projects which are considered discriminatory
- Services which should be provided by statutory funding
- Projects considered to be the responsibility of the principal authority
- For buildings that are uninsured or for buildings or property not owned by the applicant
- Organisations that raise money to give away as grants
- Grants will not be made retrospectively or to cover money already spent.

The following are unlikely to be considered a grant priority

- Projects where there is a large shortfall in the funding needed required to complete the project or projects where the amount of the grant would be a very small part of the overall cost of the project
- Projects that simply replace existing facilities with no significant improvement

Note that funding must be spent during the financial year in which it is awarded. If the funding awarded is not spent within the financial year in which it is awarded, approval to carry over any unspent grant must be obtained from the Parish Council.

How do I apply for a grant?

Complete the application form available from the Parish Council Office or it may be downloaded from the Parish Councils website, www.burstowparishcouncil.gov.uk. Application forms should be completed as far as is possible and practicable – if there is some information that your organisation can't supply, just supply as much information that you can.

The application form should be accompanied by the documentation requested below:

- where appropriate, audited accounts for the previous financial year
- in the case of a newly formed organisation, a comprehensive budget and business plan
- where appropriate, the latest bank statement
- where appropriate, a copy of your organisation's constitution.
- a statement in support of your request (including photographs and plans if applicable)

The Parish Council reserves the right to request any additional information to aid the determination of the grant.

The Council is limited in how much it can grant and to whom grants can be made. Generally speaking, the more tangible the project or scheme and the greater number of people in the Parish that it benefits, the stronger will be the case for a grant.

All applicants completing an application form will be deemed to have read and agreed to the requirements outlined in these Guidance Notes and on the Application Form.

The Council reserves the right to refuse or to provide a lower grant than that requested. Additionally, it may decide to defer an application to the following financial year.

Grants will only be made to groups which need financial help. Accumulated reserves will be considered when grant levels are decided.

Within six months of receipt of the grant, the organisation shall report to the Council how the monies have been spent, providing evidence to support this. In addition, all successful Grant applicants are requested to attend the Annual Parish Meeting (held in April each year) to give a small presentation on how the funds have been spent. A brief summary of any presentation given will be added to the Council minutes and in the village magazine.

Organisations that receive a grant are required to acknowledge the contribution from Burstow Parish Council on publicity and printed material.

The decision of the Council in all matters shall be final.

Conditions

1. Grants will not be awarded to individuals directly.
2. The award must be used for the purpose for which the application was made.
3. If the group is unable to use the award for the stated purpose, all monies must be returned to the Council.
4. All awards must be properly accounted for and evidence of expenditure should be supplied as requested. If the Council is not satisfied with the arrangements, it reserves the right to request a refund of monies awarded.
5. Groups operating outside the Parish boundary will normally be limited to an upper limit of £100

Data protection Statement

The information collected on the grant application form and from supporting evidence, by Burstow Parish Council will be used to process your application.

We may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or give information to them to check the accuracy of information, to prevent or detect crime, or to protect public funds in other ways, as permitted by law. These third parties may include Government Departments and Local Authorities.

We will not disclose information about you to anyone outside Burstow Parish Council, nor use information about you for other purposes unless the law permits us to.

Burstow Parish Council is the Data Controller for the purposes of the Data Protection Act 1988. If you want to know more about what information we have about you, or the way we use your information, you can contact the Parish Office.